



DAVID A. COLE
COMMISSIONER

STATE OF MAINE
DEPARTMENT OF TRANSPORTATION
16 STATE HOUSE STATION
AUGUSTA, MAINE
04333-0016

JOB VACANCIES

BULLETIN: 03-146

Transportation Planning Analyst

Direct Hire

Date: 12/01/03 **Expires:** 12/15/03

PAY RANGE: 23

POSITION TYPE: Permanent full-time

LOCATION: Augusta

Class Code: 7293

POSITION NUMBER: 2077

BUREAU/DIVISION: Office of Passenger Transportation

JOB DESCRIPTION: This is professional services work providing comprehensive transportation research, evaluation and planning services. The primary focus of the position is management and administration of the Federal Transit Administration's Urban Transit Program, the Welfare to Work Federal Transit Program (JARC, Job Access Reverse Commute), the Federal Regional Urban Transit Planning Program, and the State Funds for Urban Transit Program including the Bonds funds. These programs require the Dept. to contract with 21 fixed route, demand response, and inter-city transit operators throughout the State. This position develops contracts and monitors compliance with contracts totaling approximately \$3M annually. Duties included to ensure compliance with Federal and State regulations are: developing and administering appropriate allocation formulas, participating in planning and operational meetings for regional and State-wide groups and transit providers; developing and implementing urban and program specific training programs; conducting compliance site visits with operators; monitoring contracts for audit violations; assisting in the planning preparation of TIPS and other planning documents; develop service contracts, manage the grant process, and provide technical assistance to the transit community. This position also provides leadership and technical assistance to the transit providers and urban transit projects funded with clean air program funds. These projects require extensive technical assistance in the planning, financial and operations phases of transit. Management of the Federal Grants through the FTA electronic grants management system is required.

MINIMUM QUALIFICATIONS: A six year combination of education, training, and/or experience in planning and program development and specific experience with Federal Transit Administration funding processes, and bond and grant development procedures.

SELECTION PROCESS: Applicants must submit letter of interest, current resume, supplemental questionnaire and completed Direct Hire application to: MDOT, human resources, # 16 State House Station, Augusta, ME 04333-0016, telephone 207 624-3050, no later than 5:00 p.m., Monday, December 15, 2003. Internal transfers (those already in the above classification for DOT) who are interested in an interview may contact **Dede Gilbert, 624-3250** to be interviewed along with certified candidates. Applications are available by calling 624-3061 and on the MDOT website: www.state.me.us/mdot.

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